

United States Department of the  
Interior

U. S. GEOLOGICAL SURVEY  
Building 2101  
Stennis Space Center, MS 39529-6000

July 15, 2021

To: WSC Directors, CD, AO  
From: Cheryl P. Nelson  
Acting Chief, Field Service Section, HIF  
Subject: HYDROLOGIC INSTRUMENTATION FACILITY 2021 CLOSEOUT

Fiscal Year 2021 Closeout of the Hydrologic Instrumentation Facility (HIF) will be on **Tuesday, September 7, 2021 at 8:00 p.m. Central Daylight Time (CDT)**. Other important dates:

**Orders for HIF warehouse equipment**  
to be charged against FY21 funds must be entered in 1stop by  
**8:00 p.m. CDT on September 7, 2021**

**One-Stop Shopping for HIF ordering(NFSS supplies available)**  
will be shut down from  
**September 8, 2021 through September 15, 2021**

**SPECIAL ORDERS:**  
Special order requests to be charged to  
FY21 funds must be submitted by  
**August 30, 2021**

Although special orders will be billed(obligated) in FY21, awards for the majority of these requests will not be processed until FY22. Please contact Nikki Denton ([ndenton@usgs.gov](mailto:ndenton@usgs.gov)) with any questions regarding special orders.

**FINAL HIF BILLING:**  
Includes all sale, rental, and work order  
charges through September 8th  
**Will Post on September 9, 2021**

If you have any questions or if you have an emergency while One-Stop Shopping is shut down, please contact HIF Customer Service at 800-382-0634 or [GS-W- HIF\\_Customer\\_Service@usgs.gov](mailto:GS-W-HIF_Customer_Service@usgs.gov) for assistance.

**Note:** Advance notice of any large orders will be helpful in HIF's procurement planning. Please email Rob Myers([hrrmyers@usgs.gov](mailto:hrrmyers@usgs.gov)) if you know in advance the equipment you plan to order.